

Early Childhood Teacher Scholarship 2012

Scholarship Guide for QUT

Graduate Diploma in Education (Early Years) ED38 and Bachelor of Education (Inservice) ED26

Enrolment

Scholarship recipients undertaking either the Graduate Diploma of Education (Early Years) or the Bachelor of Education (Inservice) commencing Semester 1, 2012 are required to:

(a) Apply to QTAC for entry to the university

You are required to apply through QTAC by **30 September 2011** by completing the [Apply-by-Web \(ABW\) Application](#) and provide all relevant documents to support your application. QTAC will assess your application and make offers on **13 January 2012**. These offers need to be accepted by **20 January 2012** to secure your place.

(b) Enrol in the courses each semester

Please refer to the study program which outlines the courses required to be undertaken as part of the scholarship. To enrol in courses visit the QUT website and follow the instructions [How to Enrol](#). Scholarship recipients need to enrol in the required Semester 1 courses by **20 February 2012**.

When enrolling using [QUT Virtual](#) please ensure that you complete the *Commonwealth Assistance Form* (CAF). It is important that you:

- provide your Tax File Number (if not provided, enrolment may be cancelled); and
- tick "full up-front payment of my student contribution amount" in Section 11.

It is important that scholarship recipients are enrolled correctly. After completing enrolment requirements, an invoice may be generated for course fees on your student portal. If this occurs, **please disregard this invoice and any subsequent reminders for payment**. QUT will forward scholarship recipient's invoices to the Department of Education and Training. The department will pay the course fees directly to QUT.

Summer Program

QUT may offer a summer program (semester 3) for scholarship recipients to fast track their studies, essentially allowing the scholarship to be completed earlier than Semester 2 in 2013. If you would like to undertake the summer program, contact QUT for further information.

Course Fees

As part of the scholarship the department will pay fees directly associated with enrolment in the study program, including course and student fees. QUT will provide the invoices each semester directly to the department so it is important that scholarship recipients do not pay these fees.

Each semester scholarship recipients are required to provide the department with official confirmation of:

- enrolment in courses (QUT enrolment statement); and
- successful completion of courses (QUT academic transcripts).

The course fees and study allowance will not be paid by the department without confirmation of enrolment and evidence of successful results.

The payment of all other expenses (for example, textbooks, internet access, photocopying and study materials) are the responsibility of the scholarship recipient (refer below to Study Allowance).

Study Allowance

The study allowance is provided to scholarship recipients to assist with some of the study related expenses paid by the recipient that are not otherwise covered by the scholarship. This includes expenses such as textbooks, photocopying charges, internet access, learning materials and equipment. Each scholarship recipient will receive \$500 per semester (maximum of \$2,000 during the term of the scholarship period).

The study allowance will be paid directly to the scholarship recipient during the semester to which it relates. Please note that the study allowance is not an automatic payment.

To be eligible for the study allowance you must, at the end of each semester, provide official confirmation of:

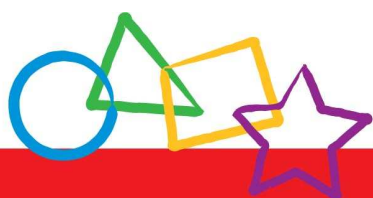
- QUT enrolment statement for the current semester; and
- QUT academic transcript for the previous semester.

Once these documents are received and verified by the department, the allowance will be processed for payment and paid directly into the scholarship recipient's nominated bank account. A payment statement will be issued to advise when payment is available in your account.

Please ensure you complete DET's [Personal Details Advice](#) form to advise the department of your bank account details. The form is located on the department's website.

Please note: For those commencing their first semester of study under the scholarship, you are only required to provide a statement of enrolment to the department which will initiate payment of courses fees directly to the university, and payment of the study allowance directly to your bank account. For all other semesters you will be required to provide a statement of enrolment as well as your academic transcripts to initiate payment of both the course fees and study allowance.

Payment of course fees and study allowance will be delayed if the required documentation is not received by the due date as outlined below.



Key Dates for Semester 1, 2012

Key Dates	Due Dates
QTAC Offers	13 Jan 2012
Accept QTAC Offers	20 Jan 2012
Course Enrolment	20 Feb 2012
DET to receive enrolment statement	5 Mar 2012
Withdrawal from Scholarship without penalty*	16 Mar 2012
Withdrawal from University/courses without penalty#	23 Mar 2012
Payment of Study Allowance	6 April 2012

*#dates tbc

Key Dates for Semester 2, 2012

Key Dates	Due Dates
DET to receive enrolment statement for Semester 2, 2012 and academic transcript for Semester 1, 2012	6 Aug 2012
Payment of Study Allowance	31 Aug 2012

Release Time for Professional Experience

Scholarship recipients undertaking the Graduate Diploma of Education (Early Years) are required to successfully complete professional experience in a recognised setting as part of the study program. QUT will provide support in organising placements. *Please note that there is no requirement to undertake professional experience for the Bachelor of Education (Inservice).*

The release time for professional experience is to be negotiated between the scholarship recipient and the Centre Director or employer. Continuity of student care and learning as well as support of the scholarship recipient's study program are factors that need to be considered in these negotiations.

To support employers the department will contribute 50% of the recipient's usual gross salary that is paid by the employer during the period that the recipient participates in the professional experience. This contribution will be paid by way of reimbursement to the employer upon receipt of the *Salary Contribution Request Form*.

Further information regarding the 50% salary contribution will be forwarded directly to your employer.

Support

All scholarship recipients are studying externally and may not have the opportunity to meet during the period of the study program. The department will provide access to a dedicated forum linking all recipients under this scholarship. The forum is to be used for the purposes of administering the scholarship and to communicate matters of professional interest and to promote collegial relations among recipients.

A professional private forum provided to the 2012 scholarship recipients will facilitate networking opportunities and a way in which you can support each other throughout the scholarship. The email address provided to the department in your application will be included for membership in the email forum. Further details regarding the forum will be provided shortly.

Changes in Circumstances

The department acknowledges that changes in personal and professional circumstances may affect a scholarship recipient's ability to meet scholarship conditions. Scholarship recipients are encouraged to contact the department if they wish to discuss the possible implications for their scholarship if circumstances change.

If a change of employment occurs, please advise the department by completing the [Change of Employer Advice Form](#) available from the department's website. It is important that during the period of the scholarship you are employed in a licensed centre-based long day care or kindergarten service, and that the new employer is supportive of the scholarship.

Contacts

QUT

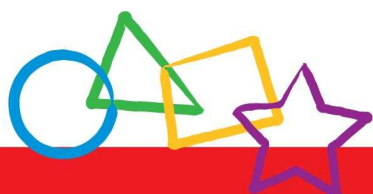
Should you require assistance with the enrolment process or any matter relating to your study program please contact:

Jo Wakefield
Student Affairs
Faculty of Education
Queensland University of Technology
Tel: (07) 3138 3948
Email: jo.wakefield@qut.edu.au

DET

Should you require assistance with the scholarship please contact:

Jacinta Toohey
A/Principal Project Officer
Early Childhood Teacher Scholarship
Human Resources
Department of Education and Training
Tel: (07) 3225 2214
Email: earlychildhoodscholarships@deta.qld.gov.au
Web: <http://education.qld.gov.au/hr/recruitment/teaching/early-childhood-scholarships.html>



Giving children a flying start

Toward 
Tomorrow's Queensland

 **Queensland**
Government